



## BPW International Business & Services Directory STEP by STEP to your PROFILE

If you **prepare** the following data before you start your registration, you can finalize it in one session.

- **E-Mail address of your Club President**
- **Directory Branches & Sectors:** Please consult the **linked PDF** "Directory Branches & Sectors" to find your professional branch and sector before you register.  
**MANDATORY Branch & Sector:** The survey of the 20 branches facilitates finding your mandatory branch and sector. Most of the 20 branches contain 3 sectors: Sale, Production or Services. If you work e.g. in the field of "Business Consulting" you will choose BRANCH "1 Bank/Insurance/Trust/Business, Personnel, Legal Consultation" and SERVICES "1.64 Business Consulting". Note the result of your professional Branch 1 and Sector 1.64 (3 figures) which you will find on the dropdown list.  
**Second OPTIONAL option:** If you have professional competency in an additional field, you have the option to add a second branch and sector to your profile.
- **Your Photo:** If you want to post your photo (optional), remember where on your computer you have stored it.

### Please note:

- There are **MANDATORY\*** fields and **OPTIONAL** ones. **Without having filled in all mandatory fields, you will not be able to continue with your registration.**
- **Surfing on the directory:** Please **reload** the page from time to time in order to see the current status: Click ↻ on your browser.
- **Contact Mails:** Please accept the receipt of a maximum of 12 mails per year exclusively from BPW International. **BPW International assures you that your e-mail address will not be given to anybody for any purpose.**
- **Settings / Email address of your president:** If you are waiting for your president to activate your profile, you may send her a reminder email here.

### A. Click **Create your account**

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- Email address\*: This address will be used for your profile. It will not be visible in your profile. Your email address is only indirectly addressable. Nevertheless, use an email address that you recognize well and that can easily be replaced.
- Password\*: Choose your own password
- Repeat Password\*
- Fill in reCAPTCHA\*
- Click: Submit

After having created your account, check your mails; you will receive an email to confirm your email address with a "click". You will be redirected to [bpw.directory](http://bpw.directory), where you can now log in.

### B. Click **Login**

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- Email address\*:  
Use the email address which you have already submitted while creating your account (see A).
- Password\*:  
Use the password which you have already submitted while creating your account (see A).
- Repeat Password\*
- Fill in reCAPTCHA\*
- Click: Submit

You are now directed to the registration form and can start creating your profile.

After having created your profile, you can see that you are logged in by the photo in the upper righthand corner (desktop) or under this sign : (smartphone).



## Create your profile

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### 1. GENERAL DETAILS

**Your photo:** (optional) Click on the field and you will access to your documents. Drop in your chosen profile picture. You can only drop 1 photo in. If your photo is accepted, you will see it in the respective field. If you do not drop in a photo, the bpw.directory logo will be displayed instead.

**Frist Name\***    **Last Name\***

**Profession\*** max. 50 characters

**Branch\* and sector\*:** One branch & sector is MANDATORY, a second one is (optional).

**Languages\*:** Select the languages in which you communicate from the list, maximum 6 languages.

**Professional Experience** (optional) (max. 800 characters)

**Website address** (optional): Example: www.bpw-international.org

**Social media profiles** (optional): Example: www.facebook.com/IFBPW

### 2. BPW INFO

**BPW Region\*:** Please choose your Region from the list.

**BPW Federation or Country\*:** Please choose your country from the list.

**BPW Club\*:** Please give the official name of your BPW Club.

Do you offer your services as a **Mentor, Expert or Interview Partner?** (optional) Please tick the appropriate field(s).

**City Map View** (optional): To show the distribution of our members on a world map, we need your action as follows. The map program only shows larger cities. Therefore, please write down the name of your closest large city. Complete the name of the city with a comma and then the country. Options will be displayed. The location entered will be displayed with coordinates.

**Mailings\*** (max 12 mails exclusively from BPW International per year): yes or no

**Address of your Club President\*:**

Your Club President will receive an email with your name and profession only. This email asks her **to confirm that you are a paid-up member of her club**. The President will confirm your membership status and not the content of your profile. Only when she clicks in the field “accept”, your profile will be activated and published.

**Period of your registration:** During the first 6 months after the next International Congress, you will receive an e-mail which will ask you to fill in the email address of your current Club President. Similarly to your first registration, she will confirm that you are still a paid up member of your Club. All profiles, which do not belong to a paid-up member, will be deleted 6 months after an International Congress.

### 3. Click on DONE

You can still go **back** for corrections or additions or you can click **SUBMIT**.

You can **edit your activated profile at any time**. You have to log in again (in accordance with B. above).